

# OFFICE SAFETY INSPECTION CHECK LIST

## INSTRUCTIONS

This form is for the use of safety personnel, supervisors, and others responsible for making physical inspections of office areas. Complete all items. Also note under "Other", any additional unsafe practices observed during inspection.

OPERATING UNIT AND ADDRESS

Prepared by

Date

DEFICIENCY NOTED

LOCATION

CORRECTED

Yes

No

DATE CORRECTED OR  
REASON NOT CORRECTED

### SECTION I : WALKING/WORKING SURFACES (floors, stairways, etc.)

a. Slippery or uneven surfaces.

b. Torn or loose floor covering, loose objects on walking surfaces, or protruding floor outlets.

c. Floor is rough, splintered or has protrusions.

d. Spilled liquids, (water, coffee, oil, etc.)

e. Illumination inadequate, glare, etc.

f. Stair tread defective or missing, stairs unequal in height or width.

g. Handrails missing or improperly positioned.

### SECTION II : OVERHEAD HAZARDS

a. Unsecured, unstable file cabinets, bookcases, shelves.

b. Overhead building conditions, ceiling fixture, fans, etc., present a hazard.

c. Posted floor load capacity exceeded.

d. Materials or objects on cabinets or window sills present poor housekeeping and improper storage.

### SECTION III : MEANS OF EGRESS

a. At least two means of egress from the building are not available.

b. Exits not clearly marked, or emergency lights defective.

c. Access doors blocked, path of escape too narrow, aisles < 28".

d. No dead-end corridor >50', maximum travel distance or path to exit 200' (unsprinkled) or 250' (sprinkled).

e. Furniture or other objects placed or stored blocking escape route.

DEFICIENCY NOTED	LOCATION	CORRECTED		DATE CORRECTED OR REASON NOT CORRECTED
		Yes	No	
<b>SECTION IV: FURNITURE AND EQUIPMENT</b>				
a. Unguarded machines or moving parts.				
b. Defective wiring, switches, extension cords, etc.; exposed energized electrical parts.				
c. Furniture and equipment unsafe or defective, (sharp edges, burrs, etc.); chair needs adjustment.				
d. Broken or chipped glass/plastic.				
e. Unauthorized electrical equipment, hot plates, heaters, fans, extension cords, etc.				
f. Ladders or step stools unsafe or unavailable.				
<b>SECTION V : FIRE PREVENTION</b>				
a. Fire alarm system not tested or annual fire drills not completed.				
b. Inadequate storage of flammables, chemicals and waste.				
c. Poor housekeeping.				
d. Fire extinguishers are not conspicuously located, readily accessible, properly mounted, visually inspected monthly or maintenance check performed annually.				
e. Evidence of smoking in "NO SMOKING" area.				
<b>SECTION VI : INDUSTRIAL HYGIENE</b>				
a. Sanitary facilities not maintained.				
b. Reports of hazardous fumes, vapors, asbestos, or poor ventilation.				
c. Noise levels exceed the TWA of 85 dBA.				
<b>SECTION VII : HAZARDOUS MATERIALS</b>				
a. No MSDS for hazardous chemicals stored or in use.				
b. Chemicals are not properly labeled.				
c. Incompatible storage.				
d. No hazard communication training.				
<b>SECTION VIII : OTHER</b>				
a. Emergency Action Plan out dated, not available or not developed.				
b.				